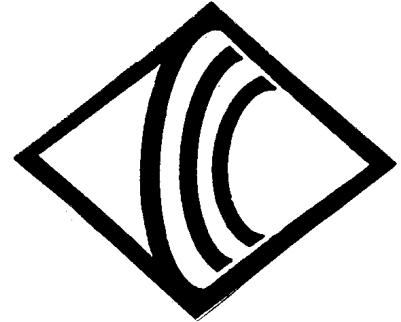


ATTACHMENT N

GUIDELINES FOR UTILIZING REAL-TIME CAPTIONERS

This symbol indicates that a certified real-time captioner is available. Real-time captioning is sometimes presented as Computer Aided Real-time Translation (CART). Real-time captioning services are especially useful for those people who are deaf, hard of hearing, or deaf-blind who do not use sign language and for large group events or meetings.



What do real-time captioners do?

Real-time captioners provide simultaneous, visible transcription of the speaker's words and are usually trained court reporters. A captioner takes down whatever is said, word for word, on a stenographic machine and a computer with captioning software. The words are then encoded by a special device and projected onto a screen so that people who are deaf, hard of hearing, or deaf-blind can read what is being said.

What certification is required for real-time captioners?

A certified real-time captioner holds a valid certification awarded by the National Court Reporters Association or a state board of certified shorthand reporters.

Who develops the rules in Hawaii government agencies for real-time captioners?

These guidelines are derived from Hawaii Administrative Rules, Chapter 11-218, adopted April 7, 1997 and amended July 19, 2001. The Disability and Communication Access Board (DCAB) develops administrative rules for providers of communication access services, such as real-time captioners. The rules establish guidelines for state executive branch agencies hiring providers, including credentials and recommended fees. Guidelines for real-time captioners are similar to those for interpreters (see Attachment M). Contact DCAB at the phone numbers below for more information or for a copy of the rules and a list of providers.

If you need to hire a real-time captioner on a fee-for-service basis, the next two pages, **ATTACHMENT N-1**, provide a sample purchase order for real-time captioning services, as well as a sample invoice from a free-lance real-time captioner billing for services. (Please note that the hourly rate indicated on the invoice is for illustrative purposes only and not intended to reflect a recommended billing rate.)

For further information, contact
Disability and Communication Access Board
919 Ala Moana Blvd., Room 101 Honolulu, HI 96814
(808) 586-8121 (V/TTY), 586-8130 (TTY), 586-8129 FAX
Email: accesshi@aloha.net

**STATE OF HAWAII
REQUISITION & PURCHASE ORDER
DEPARTMENT OF HEALTH**

Department of Protocol

DOP 000

ORGANIZATION

FUNCTION AND ACTIVITY

NOTICE TO VENDORS

Conditions of purchase are listed on the back side of this purchase order. Please read carefully.
Payments may be delayed if all steps are not followed.

COMMUNICATION ACCESS
750 HAWAII BLVD.
HONOLULU, HI 96800

**PURCHASE
ORDER NO.** 00593910

Date xx xx xx

Deliver Before _____

DELIVERY ADDRESS

1234 Kona Street
Honolulu, HI 96813

BILLING ADDRESS

same as above

The State of Hawaii is an EQUAL EMPLOYMENT OPPORTUNITY and AFFIRMATIVE ACTION employer. We encourage the participation of women and minorities in all phases of employment.

QUAN.	UNIT	DESCRIPTION	OBJECT	UNIT PRICE	AMOUNT
		Fee-for-service to provide real-time captioning services to provide communication access for individuals who are deaf or hard of hearing to access the programs of the Department of _____ for the quarter ending December 31, xxxx	7190		250.00
	XX				

XXXXXX
REQUISITIONER

XXXX-XXXX
TELEPHONE

**VOUCHER
NUMBER**

AUTHENTICATED BY: _____

GOODS/SERVICES RECEIVED IN GOOD ORDER AND CONDITION BY _____ DATE _____

AUTHORIZED SIGNATURE _____

REQUISITION NO.	FOR DEPARTMENT USE ONLY
VENDOR	
NUMBER SFX	
XXXXXXXXXX XX	
99995 01	

SFX	TC	F	YR	APP	D	OBJECT	CC	PROJ NO.	PH	ACT	ESTIMATED COST		ACTUAL COST		M	R	OPT DEPT DATA
XX	XXX	X	XX	XXX	XX	XXXX	XXXX	XXXXXXXX	XX	XXX	XXXXXXXXXXXXXX	XX	XXXXXXXXXXXXXX	XX	X	X	XXXXXXXXXXXXXX
01	621	x	xx	000	x	7190				xxx	250.00						

STATE ACCOUNTING FORM C-03
JULY 1, 1983 / REVISED

JACK LIHUE
dba COMMUNICATION ACCESS
750 Hawaii Blvd.
Honolulu, HI 96800

BILL FOR COLLECTION

December 20, xxxx

Department of Protocol
Accounts Receivable
1234 Kona Street
Honolulu, HI 96813

For services rendered during the month of December xxxx for real-time captioning services to provide communication access for individuals who are deaf or hard of hearing to access Department of Protocol programs.

December 15, xxxx	8:00 a.m. - 11:00 p.m.	3 hours	\$60.00
TOTAL			\$60.00

Please send the payment to the address listed above.

Sincerely,

JACK LIHUE